

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

HR COMMITTEE MEMBERS PRESENT: Marsik, Greshay and Schmidt

MEMBER EXCUSED: Duchac and Frohling

Minutes of the regular meeting of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Thursday, February 8, 2018 at 9:00 a.m. in meeting room 4C, located on the fourth floor of the Administration Building.

ALSO PRESENT: Sarah Hinze, Human Resources Director; Tonia Mindemann, Assistant Human Resources Director; Megan Tobian, HR Specialist; Julie Kolp, Finance Director; Samantha Bethke, Clearview HR Intern.

Meeting called to order by Marsik at 9:00 a.m.

Roll call was taken. All members present except Frohling and Duchac, who were excused.

Hinze verified that the meeting was noticed in compliance with the Open Meetings Law.

Motion by Greshay to approve the agenda and allow the Chairperson to go out of order to efficiently conduct the meeting. Second by Schmidt. Motion carried.

Marsik asked if anyone present had any public comments. None

Motion by Schmidt to approve the regular session minutes of the January 23, 2018 meeting of the Human Resources and Labor Negotiations Committee. Second by Marsik. Motion carried.

Hinze notified the Committee of the State requirement to pass a resolution every three years to continue the Worker's Compensation Self-Insurance Program and provided the Committee with a recommended resolution.

Motion by Schmidt to approve resolution as presented to continue the Worker's Compensation Self-Insurance Program. Second by Greshay. Motion carried. All members present signed the resolution.

Hinze stated that the 2017 budget included \$29,500 for Health Insurance Consultant Services that were not utilized. Hinze requested consideration to carryover \$19,500 of the \$29,500 for 2018 Health Insurance Consultant Services.

Motion by Greshay to approve the carryover of \$19,500 for Health Insurance Consultant Services into 2018. Second by Schmidt. Motion carried.

Hinze indicated she quoted the wrong carryover amount and verified that the actual carryover request was for \$10,900 versus \$19,500.

Motion by Greshay to amend the original motion and approve the carryover amount of \$10,900 for Health Insurance Consultant Services into 2018. Second by Schmidt. Motion carried.

The Committee reviewed the Personnel Requisitions. Mielke recommended approval of these requests.

One (1) Purchasing Agent
One (1) Database Administrator
One (1) Correctional Officer

Finance
Information Technology
Sheriff

One (1) Corporal – Jail

Sheriff

Motion by Schmidt to approve the Personnel Requisitions. Second by Greshay. Motion carried.

Mindemann presented a request for an unpaid, reduced-hours medical leave with a request to use previously donated sick time for 02/08/2018-06/01/2018 for an employee with Physical Facilities that has previously exhausted FMLA. Mindemann verified receipt of proper medical certification.

Motion by Greshay to approve the unpaid medical leave of absence and by doing so does not establish a practice or precedent. Second by Schmidt. Motion carried.

Mindemann presented a request for an unpaid medical leave for 02/21/2018-03/08/2018 for an employee with the District Attorney Office that does not qualify for FMLA. Mindemann verified receipt of proper medical certification.

Motion by Schmidt to approve the unpaid medical leave of absence and by doing so does not establish a practice or precedent. Second by Greshay. Motion carried.

The Committee reviewed the Salary, Wage, and Status changes as presented. Hinze indicated that Clearview has made an offer to an individual to fill the new part-time RN Practitioner position. She indicated that Clearview offered \$61.00 which is \$1.00 higher than what was originally approved by this Committee. It was the consensus of the Committee to allow the individual to be hired at \$61.00. Hinze indicated she will have the approval of the revised Miscellaneous Wage Scale at the next Committee meeting.

STEP INCREASE – UNION – Taylor Nehls, Deputy Sheriff , Sheriff, \$31.64, SSU04, 6M54, 02/19/2018. RECLASSIFICATION – UNION – None. APPOINTED OFFICIAL - None. NEW HIRE – Robert Griesel, Dementia Care Specialist I, Human Services, \$20.97, DC06, ST01, 02/12/2018; Nathaniel Wissell, Custodian II, Physical Facilities, \$13.10, DC02, ST01, 02/12/2018; John D. Rivera, Correctional Officer, Sheriff, \$19.00, DC05, ST01, 01/29/2018. LIMITED TERM/SEASONAL NEW HIRE - None. LIMITED TERM/SEASONAL RE-HIRE - None. LIMITED TERM/SEASONAL RE-HIRE – None. REHIRE: None. RECLASSIFICATION - Vicki J. Zimmerman, Aging and Disability Specialist III, Human Services, \$23.64, DC07, ST02 – progression, 01/16/2018. STEP INCREASE – Patrick P. Litscher, Child Support Attorney, Child Support, \$38.71, DC10, ST N/A, 01/30/2018; Bernadette M. Mueller, Child Support Director, Child Support, \$37.34, DC11, ST N/A, 02/05/2018; Susan K. Whiting, Account Clerk III, Child Support, \$21.05, DC04, ST N/A, 02/23/2018; Rhonda S. Hundt, Sr. Social Worker-Juvenile Court Intake, Human Services, \$32.31, DC08, ST N/A, 02/08/2018; Pennylyn R. Minnig, Sr. Social Worker-Juvenile Court Ongoing, Human Services, \$32.31, DC08, ST N/A, 02/03/2018; Barbara J. Brooks, Administrative Secretary II, Physical Facilities, \$18.14, DC02, ST N/A, 03/19/2018; Jacqueline Oestreich, Account Clerk II – Support, Human Services, \$20.20, DC03, ST N/A, 03/08/2018; Marvella Puga, Public Health Technician, Human Services, \$18.22, DC03, ST N/A, 03/20/2018.

The Committee reviewed the Orientation Period Reports as presented.

Committee Member Report: None

HR Director's Report:

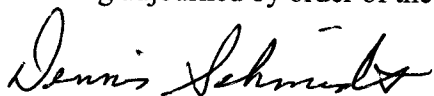
- a) Summary of Employee Resignations/Retirements: Hinze presented a summary of recent employee resignations and terminations.

- b) Hinze updated the Committee that the time has lapsed for the employee to appeal the Independent Hearing Officer decision. Hinze notified the Committee of a potential new grievance that may escalate to an Independent Hearing Officer.

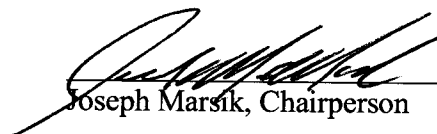
Future Agenda Items: Worker's Compensation Summary and Exit Interview Report.

It was the consensus of the Committee to schedule next meetings of the Human Resources and Labor Negotiations Committee as follows: **Tuesday, February 20, 2018 at 9:00 a.m. and Tuesday, March 6, 2018 at 9:00 a.m.** which will be held in room 4C of the Administrative Building.

Meeting adjourned by order of the Chairperson at 9:27 a.m.



Richard Greshay, Secretary



Joseph Marsik, Chairperson

Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.